

GENERAL RECORDS RETENTION SCHEDULE STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU				Records Category Licensing		
				General Schedule Number 8		
				Page 1 of 2 Revision Date: Sep 2006		
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Inspections/Audit Reports - License/Facility	Agency	3	0	3	Destroy
2	Requests for Information (reference GS3-5c)	Agency	90 days	0	90 days	Destroy
3	License Renewals (MCA 37-1-141)	Agency	2	2	4	Shred
4	Complaints – Noticed and Closed	Agency	3	0	3	Shred
5	Final Order Books	Agency	P	0	P	Microfilm & Archive or Image & Archive
6	Continuing Education	Agency	3	0	3	Destroy
7	Licensing Examination Records (State, Board)	Agency	2	0	2	Shred
8	Incomplete or Examination Failure Applications	Agency	2	1	3	Shred
9	Deceased Licensee Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	1	3	Shred/Delete
10	Lapsed Licensed Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	0	2	Shred/Delete
11	License Files-Hard Copy/Microfilm	Agency	2 after lapse	1 after lapse	3 after lapse	Shred
12	License Files – Imaged	Agency	2 after lapse	1	3 after lapse	Delete

Items 3, 9-13 governed by MCA 37-1-141 [2005]
 Item 5, 15 protected by Article II, Ch. 9-10
 Item 5, 12 regulated by ARM 44-14.101
 Supersedes GS8 1999

13	License Files-Imaged Hardcopy (secondary-see Item 12)	Agency	30 days after QA	0	30 days after QA	Shred
14	Licensing Board Minutes (reference GS3-9)	Agency	4	0	4	Microfilm & Archive
15	Screening and Executive Minutes	Agency	4	0	4	Microfilm & Archive
16	Examination Results - National	Agency	2	0	2	Shred

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